

COMPENSATION ADMINISTRATION CHECKLIST

A good compensation administration program is comprehensive and flexible and ensures optimum performance from employees at all levels. The following checklist may be used to evaluate a company's program. The more questions answered "yes," the more thorough has been the planning for compensation administration.

	YES	NO
Is your plan for salary administration in writing?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have stated goals for your plan, such as:		
Compliance with applicable law?	<input type="checkbox"/>	<input type="checkbox"/>
Consistently rewarding performance?	<input type="checkbox"/>	<input type="checkbox"/>
Attracting quality employees?	<input type="checkbox"/>	<input type="checkbox"/>
Reducing turnover?	<input type="checkbox"/>	<input type="checkbox"/>
Does your plan include the following topics:		
Annual wage and hour surveys?	<input type="checkbox"/>	<input type="checkbox"/>
Explanations for salary schedules?	<input type="checkbox"/>	<input type="checkbox"/>
Evaluations of job classifications?	<input type="checkbox"/>	<input type="checkbox"/>
Premium, bonus, vacation pay?	<input type="checkbox"/>	<input type="checkbox"/>
Paid medical leave, long-term disability?	<input type="checkbox"/>	<input type="checkbox"/>
Temporary positions, part-time positions?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a written analysis for each job in your company?	<input type="checkbox"/>	<input type="checkbox"/>
Does each analysis include a listing of the following job requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge/skills/experience/personal characteristics?	<input type="checkbox"/>	<input type="checkbox"/>
Do you periodically review and update each job description?	<input type="checkbox"/>	<input type="checkbox"/>
Have you set salary ranges for each job category?	<input type="checkbox"/>	<input type="checkbox"/>
Do you provide regular, written performance evaluations for employees?	<input type="checkbox"/>	<input type="checkbox"/>
Are the evaluations used to decide promotions and pay increases?	<input type="checkbox"/>	<input type="checkbox"/>
Do you communicate your job evaluation plan to our employees through:		
Orientation/supervisors?	<input type="checkbox"/>	<input type="checkbox"/>
Bulletin boards/handbooks?	<input type="checkbox"/>	<input type="checkbox"/>
Bulletin boards/handbooks?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have stated goals for the system, such as:		
Increase productivity/quality?	<input type="checkbox"/>	<input type="checkbox"/>
Reduce errors/cost?	<input type="checkbox"/>	<input type="checkbox"/>
Do you respond to suggestions from employees about your compensation plan?	<input type="checkbox"/>	<input type="checkbox"/>